



Erasmus+ Programme

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-20[21]² between programme countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

| Name of the institution (and department, where relevant) | Erasmus code | Contact details ⁴ (email, phone) | Website (eg. of the course catalogue) |
|--|--------------|---|--|
| SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE "Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje | MK SKOPJE01 | Institutional Erasmus Coordinator <u>Prof. Dr. Gordana Josifova:</u> <u>Nedelkovska</u> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: G.Josifova@ukim.edu.mk Erasmus Faculty Coordinator: <u>Prof. Ruska Ivanovska-Naskova, PhD</u> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia | www.ukim.edu.mk www.flf.ukim.edu.mk |

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

| | | | |
|---|--|---|---|
| <p>UNIVERSITY OF UDINE International Relations and Mobility Office v. Palladio, 8 33100 UDINE ITALY</p> | <p>I UDINE01 PIC-Number 999899281</p> | <p>Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com Claudia.schileo@uniud.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221 International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497 Academic Contact: prof. Del Ben Andrea andrea.delben@uniud.it</p> | <p>https://www.uniud.it/en/uniud-international/incoming-exchange-students general course catalogue: https://www.uniud.it/en/education/offer courses held in english: https://www.uniud.it/en/education/didactic-information/courses-taught-in-english-and-other-languages/courses</p> |
|---|--|---|---|

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code [ISCED] | Subject area name | Study cycle (short cycle, 1, 2, or 3) | Number of student mobility periods | |
|---|---|------------------------------|--|--|--|-----------------------------------|
| | | | | | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships |
| HK SKOPJE01 | I UDINE01 | 09.0 | Languages and Philological Sciences (italianistica) | 1, 2, 3 | 2 X 5 | 1 |

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional): <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

| | | | | | | |
|-----------|-------------|------|-------------------------------------|---------|-------|---|
| I UDINE01 | MK SKOPJE01 | 09.0 | Languages and Philological Sciences | 1, 2, 3 | 2 X 5 | / |
| | | | | | | |

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

** University of Udine organizes 9 months Italian language courses (Lingua italiana L2 - 6 credits) for foreign students that are free of charge.

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code [ISCED] | Subject area name | Number of staff mobility periods | |
|---|---|------------------------------|-------------------------------------|--|-----------------------------|
| | | | | Staff Mobility for Teaching (total number of days or teaching periods or average duration*) | Staff Mobility for Training |
| MK SKOPJE01 | I UDINE01 | 09.0 | Languages and Philological Sciences | 1X 5 | / |
| I UDINE01 | MK SKOPJE01 | 09.0 | Languages and Philological Sciences | 1X 5 | / |

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Receiving Institution [Erasmus code] | Optional Subject area | Language of Instruction 1 | Language of Instruction 2 | Recommended language of Instruction level ⁶ | |
|---|-----------------------|---------------------------|-------------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| MK SKOPJE01 | | Macedonian* | English (selected courses) | B1 | B2 |
| I UDINE01 | | Italian | | B1 | B2 |

*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by Italian exchange students can be given or sent directly to them OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement and any changes made to the original Learning Agreement have to be given to the Italian student who will submit them to the approval of the academic coordinator.

Incoming Erasmus students/partner universities can check the information about extension of the study period and changes to the original Learning Agreement on the website of I UDINE01:

<https://www.uniud.it/en/uniud-international/incoming-exchange-students>

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|-------------------------|---------------------------|
| MK SKOPJE01 | 15 May | 15 November |
| I UDINE01 | 15 May (nomination) | 30 September (nomination) |

[* to be adapted in case of a trimester system]

- **I UDINE01** will send a detailed Erasmus nomination list by e-mail. I UDINE01 cannot guarantee any other nomination modality.

- Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of any other nomination modality by partner Universities (such as online nominations etc...).

- **I UDINE01** will send the letter of acceptance and information package within 8 weeks from reception of the nomination letter.

- Erasmus incoming students at **I UDINE01** have to collect the Transcript of Records before leaving Udine. Should they fail to do so, the Transcript of Records will be issued and sent directly to the students' personal address by I UDINE01 within 5 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

MK SKOPJE01: Ss Cyril and Methodius University in Skopje grading scale related to ECTS grading system:

| ECTS grade | Local grade | Local definition |
|------------|-------------|------------------|
| F | 5 | Fail |
| E | 6 | Sufficient |
| D | 7 | Satisfactory |
| C | 8 | Good |
| B | 9 | Very Good |
| A | 10 | Excellent |

ECTS-credits: 60 per year/30 per semester

| [Erasmus code] | WEB PAGE |
|----------------|----------|
| | |

| | |
|-----------|---|
| I UDINE01 | https://www.uniud.it/en/uniud-international/incoming-exchange-students/during-your-stay/ects |
|-----------|---|

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

| Institution [Erasmus code] | Contact details (email, phone) | Website for Information |
|-------------------------------|-----------------------------------|---|
| MK SKOPJE01 | international@ukim.edu.mk | www.ukim.edu.mk/en |
| I UDINE01 | | https://www.uniud.it/en/uniud-international/incoming-exchange-students |

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

| Institution [Erasmus code] | Contact details (email, phone) | Website for Information |
|-------------------------------|--|-------------------------|
| MK SKOPJE01 | international@ukim.edu.mk | www.ukim.edu.mk/en |
| I UDINE01 | <p><u>At the University of Udine:</u></p> <p>Non-EU students must subscribe a private insurance in order to obtain a VISA for the study period.</p> <p>EU students can ask their home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p> | |




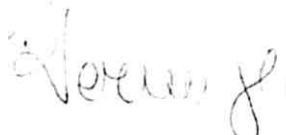
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|-----------------------------------|---|
| MK SKOPJE01 | I.Bogoevski@ukim.edu.mk | |
| I UDINE01 | | https://www.uniud.it/en/uniud-international/incoming-exchange-students |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|-------------------------------|---|------------|--|
| MK SKOPJE01 | Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation | 27.03.2018 |   |
| I UDINE01 | Vice Rector for Erasmus+Studio Mobility prof. Rossana Vermiglio  | 23/03/18 |  |

⁷ Scanned signatures are accepted



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet of Ss Cyril and Methodius University in Skopje

Blvd. Goce Delcev 9, 1000 Skopje, P.O. Box 576
 phone +389 2 3293 293
www.ukim.edu.mk

1. Institutional Information

1.1. Institutional details

| | |
|-------------------------|--|
| Name of the institution | SS Cyril and Methodius University in Skopje |
| Erasmus Code | MK SKOPJE01 |
| PIC Number | 999588493 |
| Institution website | www.ukim.edu.mk |

1.2. Main contacts

| | |
|-----------------|---|
| Contact person | Prof. Dr Gordana Josifova-Nedelkovska |
| Responsibility | Vice-Rector for International Cooperation, Institutional Erasmus Coordinator |
| Contact details | Telephone: +389 2 3293 293 E-mail: g.josifova@ukim.edu.mk |

| | |
|-----------------|---|
| Contact person | Marija Cenevska LL.M |
| Responsibility | Head of International Relations Office |
| Contact details | Telephone: +389 2 3293 210 ; E-mail: mcenevska@ukim.edu.mk |

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Type of mobility | Subject area | Language(s) of instruction | Recommended language of instruction level * |
|------------------------------|--------------|---|---|
| Student Mobility for Studies | Any | <ul style="list-style-type: none"> • Macedonian • English (only applies if selected courses are taught in English) • Ss. Cyril and Methodius University in Skopje organizes Macedonian | B1 B1 |

| | | | |
|----------------|-----|--|--|
| | | language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme) | |
| Staff mobility | Any | To be defined by the academic partners | To be defined by the academic partners |

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

| | |
|-------------|---------------------------|
| Autumn term | May 15 th |
| Spring term | November 15 th |

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

2.3.4. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20xx will only take effect as of 1 September 20xx+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

3. Additional information

3.1. Grading system

| ECTS grade | Local grade | Local definition |
|------------|-------------|------------------|
| F | 5 | Fail |
| E | 6 | Sufficient |
| D | 7 | Satisfactory |
| C | 8 | Good |
| B | 9 | Very Good |
| A | 10 | Excellent |

ECTS-credits: 60 per year/30 per semester

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

| | |
|-----------------|--|
| Contact person | International Relations Office |
| Contact details | Telephone: +389 2 3293 211 E-mail: international@ukim.edu.mk |
| Website | www.ukim.edu.mk/en |

3.3. Insurance

| | |
|-----------------|--|
| Contact person | International Relations Office |
| Contact details | Telephone: +389 2 3293 211 E-mail: international@ukim.edu.mk |
| Website | www.ukim.edu.mk/en; www.mfa.gov.mk |

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

| | |
|-----------------|-------------------------|
| Contact person | Mr. Ilija Bogoevski |
| Contact details | I.Bogoevski@ukim.edu.mk |